

Effective from 1 April 2010



**SCA NZ INC.**

# **FINANCIAL POLICY**

March 2010

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## 1. INTRODUCTION

The Society for Creative Anachronism (“SCA”) is incorporated in New Zealand under the Incorporated Societies Act (1908).

This financial policy applies to all SCA branches, Kingdom Officer and any other entity based in New Zealand which operates a New Zealand held bank account.

This financial policy establishes the basic accounting and financial management procedures for every part of the organisation, to be followed except where prohibited by law.

### 1.1 Definitions

Branch - refers to any geographic or institutional division of the Society, as specified in Corpora Article III.C.

Chancellor of the Exchequer (Deputy Chancellor of the Exchequer)

- is the financial officer responsible for all the accounts which have been allocated/designated for the running of the Kingdom of Lochac;
- is responsible for the administration and management of the Kingdom of Lochac officers and their accounts;
- must report to the Corporate Treasurer;
- should the Chancellor of the Exchequer not reside in New Zealand, a deputy resident in New Zealand must be appointed by the Chancellor for the administration and management of the New Zealand based Kingdom accounts. This person must be approved by the SCANZ Committee and will report to the Corporate Treasurer on behalf of the Chancellor as required by this Policy. If no Deputy of the Chancellor of the Exchequer is appointed the Corporate Treasurer must assume responsibility for all New Zealand based accounts until an appropriate appointment is made.

Colleges – these are branches of the SCA which have been established in University or other Tertiary institutions in New Zealand and are affiliated with an established branch of SCANZ. They are governed by the rules of the Student Unions of the institutions and, unless stated otherwise in this Policy, are exempt from the Policy requirements.

Corporate Treasurer – is the chief financial officer of SCANZ, who is appointed by and answerable to the Committee of SCANZ. The Corporate Treasurer is ultimately responsible for administration and management of all financial assets of the society and the upkeep of this policy.

Financial year - runs from April 1 to March 31 and quarters within that year end on June 30, September 30, December 30 and March 31 respectively.

Governing documents of the Society - include the articles of Incorporation of SCANZ and its rules, and Corpora (the governing document of SCA Inc (USA)).

Kingdom of Lochac - is the non-legal entity of the SCA covering the whole of New Zealand and Australia and is concerned with the non-legal requirements of the running

of the organisation, for example (but not limited to) – the holding of events, heraldry, newsletters, website services, awards.

Kingdom Officer – refers to any person of the Society who has a financial responsibility for any accounts and is based or resident in New Zealand (excluding Reeves and Baronial Reeves) and will report to the Chancellor of the Exchequer.

Other entity – includes but is not limited by: chartered guilds, special newsletters, and special deputies who reports to the Corporate Treasurer or Chancellor of the Exchequer.

Reeves - are Branch Treasurers within New Zealand who report directly to the Chancellor of the Exchequer. The Chancellor of the Exchequer is responsible for the administration and management of the Reeves of each Branch.

SCANZ – is a convenient shorthand for The Society for Creative Anachronism New Zealand Incorporated, an incorporated society which is the SCA's legal presence in New Zealand.

## **1.2 Tax Status:**

We currently enjoy an income tax exempt status in New Zealand and maintaining that status requires that we adopt certain uniform practices and standards regarding our financial activity.

- every part of the organisation engages primarily in lawful activities that advance our tax exempt purposes;
- a substantial part of activities conducted in our name and with our funds are in support of an exempt purpose;
- our earnings are not used in whole or in part to the inurement of private individuals or organisations; and
- we serve a public, not a private, purpose.

In order to accomplish this, every Branch, Kingdom Officer or other entity maintaining SCANZ assets must follow consistent financial procedures as outlined in this policy.

## **1.3 Additional Kingdom Requirements**

The Kingdom of Lochac may establish additional requirements as they see fit, so long as the law, the Governing Documents of SCANZ, or this financial policy does not prohibit them. Branches and other entities may also establish additional requirements, unless prohibited by the governing documents of SCANZ, this Financial Policy, Kingdom Law, the Kingdom Financial Policy, or domestic law.

The Lochac Chancellor of the Exchequer must consult with the Corporate Treasurer on all matters pertaining to financial issues in New Zealand, and/or where breaches of the Financial Policy may have occurred.

## **2. BANK ACCOUNT IDENTIFICATION AND STRUCTURE**

All funds will be maintained in a bank account in the name of

- "Society for Creative Anachronism (New Zealand) Inc. - (name of Branch or entity)" or
- "(Name of Branch or entity) - Society for Creative Anachronism (New Zealand) Inc." or
- "SCANZ Inc. (name of Branch or entity)" or
- "(Name of Branch or entity) SCANZ Inc."

Entities maintaining funds insufficient to open a bank account shall either have them kept in another SCANZ account or contact the Corporate Treasurer to make other arrangements.

### **2.1 Approved Controls on Accounts**

Approved controls on accounts are requiring two signatures for withdrawal and providing copies of the reconciled statements for review by the Branch Seneschal quarterly, and the Chancellor of the Exchequer and Corporate Treasurer when requested.

It is acceptable to operate accounts in such a manner that only a single authority is required to look at balances and transactions (e.g. via "read-only" Internet access), so long as no transactions are possible via this route.

With the written approval of the Corporate Treasurer, it is acceptable to operate accounts such that only a single authority is required to move funds between related branch accounts held at a single bank, provided that any withdrawals or transfers to outside accounts require two signatures (either physical or separate and recordable electronic logins).

### **2.2 Banks and Other Financial Institutions**

Each Branch, Kingdom Officer or other entity shall keep its funds in an SCANZ account.

In those cases where an incipient branch is granted a dispensation to open their own bank account, the name shall be in the form outlined in section 2. If a branch name has not been registered, a suitably unique locative shall be used in place of the branch name. If and when the branch becomes a fully fledged SCANZ branch, the name of the account will be changed accordingly, if necessary. The same reporting requirements as other branches apply to incipient branches.

Where the holdings and/or annual income of a Branch exceed NZ\$500.00, the Branch must keep its funds in an account held by a bank. With the written approval of the Corporate Treasurer, a Branch or other entity may keep its funds with a financial institution other than a bank (e.g. Building Society).

## **2.3 Signatories**

All signatories on SCANZ accounts must be 18 years or older and be members of SCANZ while they are listed as signatories, unless a dispensation has been granted by the SCANZ Committee, e.g. for a Kingdom Officer who is not a local member.

At least three officers of the same Branch, or other persons approved by the SCANZ Committee must be listed as signatories on any account. All accounts shall have the signature of either the Corporate Treasurer or a suitable local resident approved by the SCANZ Committee, for example a local SCANZ Committee member.

For Kingdom Officer accounts the following must be listed as signatories on any New Zealand based Kingdom account:

- the Officer or a deputy;
- the Chancellor of the Exchequer or the local Deputy Chancellor; and
- the Corporate Treasurer or a suitable local resident approved by the SCANZ Committee.

None of the account signatories may share the same residence nor may they be immediate family members (partner, parents, children, siblings).

The listed signatories shall be reviewed at least every 2 years and/or when there is a change of reeve, or of Kingdom Officer in the case of a Kingdom account.

## **3. SEPARATION OF FUNCTIONS**

No one person may be responsible for all aspects of a Branch's or Kingdom Office's financial management as defined in (6.1).

The Branch Seneschal may not perform the duties of the Branch Treasurer.

There can be no co-mingling of Society funds with the funds of any individual or other non-SCA branch.

## **4. FINANCIAL RECORDS**

The Branch Treasurer and Kingdom Officer shall maintain physical books and records of the Branch's and Office's financial activity.

Detailed records must be maintained and receipts, disbursements, and contributions specifically itemised.

Where a system is automated, printouts ("hard copy") of computerised records must be made as well as computer files/disks, and regular off-site backups made of the electronic data (e.g. by sending to the Branch Seneschal, the Chancellor of the Exchequer or Corporate Treasurer). The Branch Treasurer and Kingdom Officer is expected to maintain a history of important electronic documents rather than only the latest version, against the possibility of unexpected loss or deletion of data.

Internal records must be reconciled through the bank statements as received. Reconciliation of accounts must occur on at least a quarterly basis.

All financial records must be retained for at least seven complete financial years. These books and records as well as bank statements, other correspondence and files of an official nature are the property of SCANZ and must be turned over to the successor officer within thirty days of a person leaving office.

All financial records of a dissolved branch are to be sent to the Corporate Treasurer within 30 days of the branch's dissolution.

## **5. FINANCIAL REPORTING**

### **5.1 Branch and Kingdom Officer Reporting**

Each Branch Treasurer must report monthly to their Branch Seneschal and quarterly to the Chancellor of the Exchequer. All other entities (except those specified in 5.3 below) shall report quarterly to the Chancellor of the Exchequer.

Failure to file timely reports within thirty days of the end of the reporting period is grounds for suspension of the Branch, the Kingdom Officer or other entity and/or replacement of its Branch Reeve.

### **5.2 Chancellor of the Exchequer Reporting**

The Chancellor / Deputy Chancellor of the Exchequer shall report annually to the Corporate Treasurer and must produce an annual report of the New Zealand branches finances at the end of the New Zealand 4<sup>th</sup> Quarter (March quarter) to reach the Corporate Treasurer by the 30<sup>th</sup> of May. This deadline is NOT extendable.

### **5.3 Officers Reporting Directly to the Corporate Treasurer**

The SCANZ Registrar must report quarterly to the Corporate Treasurer.

Any other person (not previously mentioned) in charge of a SCANZ account who does not report to a Branch Reeve must report quarterly to the Corporate Treasurer or the Chancellor of the Exchequer.

All must produce an annual report to reach the Corporate Treasurer by the 30<sup>th</sup> of April.

### **5.4 Corporate Treasurer**

The Corporate Treasurer shall report not less than quarterly to the SCANZ Committee.

The Corporate Treasurer and/or the SCANZ Committee may request additional reports from any Branch Treasurer, Kingdom Officer or other entity based in New Zealand.

## **5.5 Annual Reports**

All Branches and other entities shall also produce an annual report, on or before the 30<sup>th</sup> of April each year. This report shall be forwarded to the Chancellor of the Exchequer and the Corporate Treasurer. The Corporate Treasurer shall collate these reports and forward them, along with an annual financial report for New Zealand to the SCANZ Committee on or before 31st of May each year.

The annual report of each branch and officer shall show, as a minimum, the opening and closing balances of the branch, as well as the total income and expenditure of the branch, event membership surcharge totals and Kingdom Levy totals for the complete financial year.

The total income for a branch must be broken down into SCA participants and non-SCA participants (see Appendices for an example).

- SCA participants are all those individuals who have taken part in SCA related events or activities which include, but are not limited to, events (including 'event members'), fighters' practices, dance practices and arts and sciences classes.
- Non-SCA participant income includes, but is not limited to, income derived from donations, bank interest, demonstrations, grants and/or other fundraising ventures held outside the bounds of SCA events.

If a Branch Treasurer or Kingdom Officer is unable for reasons beyond their control to report their Annual report by the 30th of April to the Chancellor of the Exchequer and the Corporate Treasurer, then the Corporate Treasurer may extend this deadline to the 31<sup>st</sup> of May. Copies of reports must reach the Corporate Treasurer by this date.

## **5.6 Failure to Report**

Failure of a branch, Kingdom Officer or other entity to produce financial reports or records is grounds for the immediate suspension of the Branch, Officer or other entity by the SCANZ Committee or by the Crown of the Kingdom.

Failure of the Chancellor of the Exchequer to report to the Corporate Treasurer is grounds for the recommendation of the immediate removal of the Chancellor of the Exchequer from the Office.

Failure of the Corporate Treasurer to collate and forward reports and/or other financial reports to the SCANZ Committee is grounds for immediate removal of the Corporate Treasurer from office, and/or the placement of the New Zealand branches into abeyance.



## **5.7 Disclosure**

An officer responsible for keeping the accounting records of the association in New Zealand, or of Branches of the association, shall make these records available to any member of the association on request. The member making such a request shall be responsible for all reasonable costs associated with the request, including photocopying and postage costs. A member obtaining the accounting records of the association in accordance with this resolution may, at the member's own expense, have these records audited by a registered company auditor, a firm of registered company auditors, or a person who is a member of the Institute of Chartered Accountants of New Zealand.

## **6. EXPENSE AUTHORISATION POLICY**

### **6.1 Responsible Officers**

#### **6.1.1 Branches and General**

All expenditure must be authorised in advance by two or more persons designated by the Branch (in the case of a Branch account), the Kingdom Officer and Chancellor of the Exchequer (in the case of a Kingdom Office account) or by the SCANZ Committee (in the case of other entities) as having approval authority. In case of a Branch account, this should include the Branch Treasurer and/or Seneschal.

Fully documented receipts or statement of expenditure must be provided to support all cash outlays in excess of \$20.00, even where expenditures have been budgeted in advance (as for ongoing office expenses).

This rule applies to anyone expecting reimbursement from the Branch, including Crowns and ruling nobles. In emergency situations only, the Seneschal or Branch Treasurer of the branch may authorise expenses on a case-by-case basis. This type of authorisation should be severely limited and must be reviewed within 7 days by the normal authorisation procedure.

#### **6.1.2 Baronies**

Larger branches, which are those known as Baronies, shall establish a Committee of no fewer than five (5) persons with at least the Seneschal, Treasurer and either the Baron or Baroness as members of this committee with authority to approve major expenditures.

#### **6.1.3 Kingdom Office accounts**

A committee consisting of the Chancellor of the Exchequer, the Kingdom Seneschal and the current ruling Crowns (known as the Council of the Purse) shall approve major expenditures (NZ\$500 +) for any Kingdom Office account. Any other expenditure associated with normal running of an office may be approved by the relevant Kingdom Officer and Chancellor of the Exchequer (or a person delegated authority by the Chancellor per 6.1.1).

If the reasonableness of an expense is uncertain, the Corporate Treasurer should be consulted prior to any commitment.

## **6.2 Allowable Expenditures**

No officer of any level has the power to authorise payments that do not support the SCANZ's tax-exempt purpose. If the reasonableness of an expense is uncertain, the Corporate Treasurer must be consulted prior to any commitment.

To clarify issues of just what does and what does not support our tax-exempt purpose, the following examples that support our tax-exempt purpose can be used as exemplars:

**6.2.1.** Production of branch regalia, including branch banners, generic banners indicating positions such as Seneschal, Marshal, Herald, etc. This does not extend to personally owned devices.

**6.2.2.** Costs incurred in the running of SCA events, including, but not limited to, feasts, demonstrations, official training and practices, etc.

**6.2.3.** Provision of assistance to cover travel and event costs of landed Royalty where attendance at major events is important. It is suggested that this only be provided where absolutely necessary and should be a reasonable amount. Provision of event cost assistance is limited to events within the boundaries of the branch giving assistance. Provision of such assistance for others may be considered subject to budgetary approval by the relevant branch or entity and, where the value of such assistance exceeds \$100, explicit approval from the Corporate Treasurer. All assistance provided should be recorded in final event reports.

**6.2.4.** Branches may create a travel fund to assist with the transportation of assets of that branch to events. This includes, but is not limited to, baronial regalia, thrones and other equipment that is deemed necessary for the running of events. The travel fund may not be used to provide assistance to cover travel costs for individuals.

**6.2.5.** People are reminded that should there ever be any doubt, consultation with the Corporate Treasurer must be undertaken.

## **6.3 Receipts**

Fully documented receipts or detailed statements of expenditure (which must be witnessed by the Branch Seneschal or Branch Treasurer) must be provided to support all expenses.

This rule applies to anyone expecting reimbursement. The Corporate Treasurer handles emergency situations on a case-by-case basis.

## **7. SPECIAL PURPOSE DONATIONS AND OTHER DEDICATED FUNDS**

### **7.1 Segregation of funds by purpose**

Branch and Kingdom Officer accounting must support segregation of funds by purpose. When setting up special purpose/dedicated funds, the finance committee shall establish a primary and a secondary purpose. Funds raised will be used for the primary purpose first. If it is not possible to fulfil the primary purpose or if there are residual funds, the funds will be directed to the secondary purpose. The final destination for all special purpose funds will be the general fund.

### **7.2 Subscriptions for publications**

Where a Branch accepts subscriptions to any of its publications, sufficient reserves must exist to fund any outstanding subscription liability for all publications. It is recommended that each Branch or other entity should maintain sufficient cash reserves to continue normal operations after a total loss of advance expenses for one major event of the type it typically runs.

### **7.3 Donations**

Donations earmarked for a purpose contrary to our tax-exempt status, or found undesirable by the potential recipient, shall be declined.

### **7.4 Specific Kingdom Account funds**

Where monies for any specific purpose are required to be paid by an individual or branch to a particular Kingdom Office for a particular purpose, they shall be recorded as such. The funds shall remain the property of SCANZ with the understanding that it is for the specific use of the Kingdom of Lochac for that particular Kingdom Office or as directed by the Council of the Purse.

Any dispute as to the use and allocation of these funds shall be determined by the SCANZ Committee.

## **8. CASH ADVANCES**

Cash advances must be documented beforehand and treated as a receivable item until they are reconciled by presentation of receipts and/or cash totalling the amount of the advance.

Reconciliation of cash advances must occur at the first council meeting following 30 days after the event the cash advance has been issued for. If the branch does not have monthly council meetings then reconciliation must occur within 30 days of the event.

If the cash advance is to be used for purposes other than that of an event it must be reconciled at the first council meeting following 30 days after the cash advance being issued. If the branch does not have monthly council meetings then reconciliation must occur within 30 days of the cash advance being issued.

## **9. ACCEPTABLE TRANSACTION METHODS**

Moneys received in favour of any account of SCANZ or its branches shall be received in the form of Legal Tender (cash), Negotiable Instrument (cheque, money order et alia), and Internet transfer. Credit Card payments may also be accepted where such facilities are available and have been authorised in writing by the Corporate Treasurer.

Payment of moneys shall be authorised as follows:

- Moneys for any purpose required to be paid by an SCANZ Branch or individual in charge of SCANZ funds can be effected by Legal Tender, Negotiable Instrument, Credit Card or Internet transfer, as long as the transaction is to specifically further the aims and objectives of SCANZ, and has been Authorised as per Article 6 of this Financial Policy.

### **9.1 Internet Banking**

Any branch or individual account operator may receive payments made via Internet banking.

Adequate measures shall be taken by those receiving payments over the Internet to minimise the chance of unidentifiable payments. Payments that cannot be adequately identified after a reasonable effort shall be treated as donations to the receiving branch or office. Frequent or prolonged problems of this nature should be reported to the Corporate Treasurer and the Chancellor of the Exchequer.

## **10. CASH RECEIPTS / EVENT FINANCIAL REPORTS**

Adequate cash controls and security must be in place at any event where money is collected in the name of SCANZ. Implementation of cash controls and security is the responsibility of the Branch Treasurer and the Steward of the event, and must comply with this Financial Policy.

Event Financial Reports must be submitted to the Branch Treasurer at or before the first council meeting following 30 days after the Event. If an Event Financial report cannot be finalised at the first council meeting following 30 days after the event, an interim report must be produced for the council meeting, with additional interim reports being produced for every council meeting thereafter until a final report can be produced. If a branch does not have monthly council meetings, then the Event Financial report must be submitted to the Branch Treasurer within 30 days of the Event. If an Event Financial report cannot be finalised within 30 days of the Event, an interim report must be produced, with additional interim reports being produced every 30 days until a final report can be produced.

## **11. REVIEW OF BOOKS**

When any office dealing with finances changes hands, a review of the financial records of that office is mandatory. Written results of any such review are to be reported to the same officers required by any normal periodic report for that office. (See Appendices for sample report form).

Biennial review is required of each Branch's or entity's books by the Corporate Treasurer. This review shall commence on July 1<sup>st</sup> of odd-numbered years (e.g. 2009) for a North Island-based branch or entity, and July 1<sup>st</sup> of even-numbered years for a South Island-based branch or entity.

Documents for these reviews must be supplied to the Corporate Treasurer no later than two months from the commencement date. The cost of providing these documents must be borne by the branch supplying them.

Reviews shall be completed not more than six months from the date of receipt of all necessary documents. A report of the review shall be sent to the Branch Treasurer (see Appendices for sample form).

### **11.1 Extraordinary Review of Financial Records by The Treasurer**

The Corporate Treasurer may with the authority of at least two members of the Committee review any branch or entity with 14 days written notice.

## **12. EVENT MEMBERSHIP**

For every event held, a \$2 event membership levy shall be collected from every person 18 or more years old attending the event who is not a current member of SCA NZ Inc or one of its affiliated bodies.

The word "event" means any in-garb event meeting the requirements of Corpora II.A, and excludes regular activities such as monthly or weekly fighter practices, branch business meetings, informal classes, etc, as per Corpora II.B.

Events at which no fee is normally collected are exempt from this fee. If there is doubt as to whether an activity is an "event" according to this definition, then the decision shall be made by the SCANZ Committee.

A list of current members and event members attending events must be kept safely by the Branch Reeve for three years. Event reports must include information on event memberships.

Within 30 days of the end of every quarter, the event membership funds collected by the branch shall be remitted to the Corporate Treasurer. If requested by the Corporate Treasurer, the sign-in sheets carrying the details of the people who signed into events during the quarter shall also be forwarded.

No College branch will be required to collect or remit these funds, nor shall these funds be collected at any event held by a College.

### **13. KINGDOM LEVY and CROWN EVENTS**

Within 30 days of the end of every quarter, the Kingdom Levy and Crown Event funds collected by the New Zealand branches shall be remitted to the Chancellor of the Exchequer along with a tally of people who attended each event during the quarter. The Chancellor of the Exchequer will remit the funds for the New Zealand branches to the New Zealand Kingdom account.

The Chancellor of the Exchequer will send a quarterly report to the Corporate Treasurer on the kingdom funds received that quarter, as well as an update on the New Zealand Kingdom account.

The monies in the New Zealand Kingdom account are to be used at the discretion of the Lochac Kingdom Chancellor of the Exchequer.

#### **13.1 Kingdom Levy**

For every event held, a Kingdom levy shall be collected from every person 18 or more years old attending the event. This levy is to be set by the Kingdom (currently \$1 per person).

The word "event" means any in-garb event meeting the requirements of Corpora II.A, and excludes regular activities such as monthly or weekly fighter practices, branch business meetings, informal classes, etc, as per Corpora II.B.

Events at which no fee is normally collected are exempt from this fee. If there is doubt as to whether an activity is an "event" according to this definition, then the decision shall be made by the SCANZ Committee.

#### **13.2 Crown Events**

For every Crown event held by a New Zealand branch, a percentage of any the profit shall be remitted to the Chancellor of the Exchequer who will remit the funds into the New Zealand Kingdom account. The amount of this share shall be determined by Kingdom. (Currently set at 50%).

Refer to the Lochac Laws, Section VIII Kingdom Events.

These funds are in addition to the Kingdom Levies described in 13.1 above.

### **14. IRD REPORTING REQUIREMENTS**

Branches of the SCA NZ Inc are registered under the SCANZ IRD number.

The Corporate Treasurer must produce an income tax return for the Inland Revenue Department by the 30th of June every year. This return must be filed with the Inland Revenue Department by the 7th of July every year. Failure to do so may incur penalties from the Inland Revenue Department, and are grounds for removal from the position of Corporate Treasurer.

Should any branches or other entities have their own IRD number, and receive RWT deductions, the RWT Certificates are to be sent to the Corporate Treasurer to enable a refund to be claimed. Any refund received will be returned to the branches or entity on a percentage basis.

## **15. GST**

SCANZ has not registered for GST (Goods and Services Tax). However SCANZ has received permission from the Inland Revenue Department for each branch to be treated separately for the purposes of GST if and when a branch does need to register for GST.

All branches or other accounts that exceed an annual turnover of \$40,000 must file a GST return. Turnover is the total value of taxable supplies for a branch's taxable activities excluding GST. This will equate to the value of all sales and income within a 12 month period, including but not limited to event fees, newsletter subscriptions and fund-raising.

Each branch or account holder must consider its turnover position at the beginning of each quarter. If a branch's or office's quarterly turnover reaches \$10,000 then the branch or office must decide whether they expect to maintain that level of turnover all year. If so then that branch will need to register for GST.

If a branch or office is required to register for GST then the branch Reeve must inform the Corporate Treasurer immediately, and apply for registration within 21 days of becoming liable. The Inland Revenue Department may charge penalties if any branch fails to register.

### **15.1 GST Reporting Requirements**

If a branch or office is required to register for GST then its Branch Reeve must follow GST accounting and reporting requirements as set out by the Inland Revenue Department. Failure to do so may incur penalties from the Inland Revenue Department and is grounds for removal from the position of Branch Reeve or Kingdom Officer.

## **16. POLICY REVIEW**

The Corporate Treasurer and the Committee shall review this policy annually or when requested by a committee member, effective as of August 1<sup>st</sup> each year.

## **17. VARIANCES TO THIS POLICY**

The Corporate Treasurer on a case-by-case basis may grant variances to Article 2.2 in writing.

The Corporate Treasurer may grant variances to Article 2 in writing on a case-by-case basis but only for limited periods of time, and subject to review by the Committee.

## **18. DOCUMENT REVISION HISTORY**

- Original document issued: December 2004
- Revision issued: September 2008
- Revision issued: March 2010

### **18.1 Principal Changes Made in September 2008**

- Table of Contents
- Formally designating SCA NZ Corporate Treasurer as Deputy Chancellor of the Exchequer for NZ when such a role is required.
- Allowing for certain single-signatory operations of accounts, e.g. transferring funds between related branch accounts at a single bank.
- Slightly widening signatory rules, e.g. local SCA NZ representative instead of Corporate Treasurer.
- Mandating off-site backup of electronic records.
- Standardising on quarterly reporting for all branches and entities, and defining the quarters.
- Allowing for limited event fee and/or travel support for other than the Crown.
- Simplified requirements for Internet banking.
- Listing specific years and dates for review of branch or entity books, and of this policy.
- Requiring Reeves to safely retain event sign-in forms rather than forwarding to the Corporate Treasurer.

### **18.2 Principal Changes Made in March 2010**

- Reformatting of document.
- Introduction and Definitions.
- General tidying up of distinctions between SCANZ and other SCA entities, and associated wording.
- Separating the positions of Corporate Treasurer and Deputy Chancellor of the Exchequer.
- Reduce the limit in 2.2 for having a bank account.
- Allowing for reporting to the Chancellor of the Exchequer and stating requirements of the Chancellor of the Exchequer in regard to New Zealand accounts.
- Review of signatories of bank accounts.
- Allowing for dual authorised electronic payments.
- Addition of Appendices.

## **19. APPENDICES**

The following documents are attached to this Policy and are to be considered as examples or guides only:

- Branch quarter Reporting Forms;
- Other Entity Reporting Form;
- Branch / Entity Review Reporting Form.
- Sample breakdown for Annual report (minimum required information).



# APPENDICES

All forms can be altered as required – these are a guide only

**1. Branch Quarterly Reporting forms – see below (these are in an excel / spreadsheet format).**

- **Summary Report**

Brief overview of the group's finances during the year to date.

- **Primary / Secondary Account**

Used to report transactions for income / expenditure incurred during the year for an account where the transactions do not relate to events. To be particularly used when a group has two (or more) bank accounts, for example, savings or on-call accounts which mainly earn interest.

- **Quarter Report**

This is the main reporting form for each quarter. All income and expenditure incurred for the quarter by the group, excluding those relating to specific events.

- **Event Report**

Itemises income and expenditure for a particular event.

1 report form per event – it may be carried over consecutive quarters.

**2. Other Entity Reporting Form**

Example of format for Officers in positions which receive income and/or incur expenses eg. Registrar, Lists, College of Heraldry, Masonry.

If the Officer is requesting re-imburement, please provide copies of all receipts and the bank account details or preferred payment method.

**3. Review of SCA NZ Inc Branch Accounts**

Reporting form for when the accounts are reviewed by the Corporate Treasurer and/or during the hand-over of the Reeve / Finance position.

**4. Sample Breakdown for Annual Financial Report**

The information the Corporate Treasurer required from each Branch and/or account holder in order to complete the Tax Return and Financial reports for presentation to the SCANZ Committee and AGM.

**Other Entity Reporting Form:**

<b>ENTITY / POSITION TITLE:</b>	
<b>Name of Person Reporting:</b>	
<b>Period of Report:</b>	
<b>INCOME</b>	
List each category of type of income received (eg. Submissions, subscriptions, donations etc. no need to give names of individuals)	\$ total for each category
<b>TOTAL INCOME:</b>	<b>\$ total</b>
<b>EXPENDITURE</b>	
List each category of expense (eg. Postage, stationery, etc.)	\$ total for each category
<b>TOTAL EXPENSES:</b>	<b>\$ total</b>

# REVIEW OF SCA NZ INC. BRANCH ACCOUNTS

<b>Group:</b>		<b>Reeve:</b>	
<b>Period of Review:</b>			
<b>Review Performed by:</b>	Name Position within SCA / Group	<b>On:</b>	
<b>BANK ACCOUNT SET-UP:</b>			
<b>Bank:</b>			
<b>Signatories and Position:</b>			
<b>LEDGER MAINTENANCE &amp; BANK ACCOUNT RECONCILIATION:</b>			
<b>Bank Statements viewed:</b>		<b>Comments:</b>	
<b>Quarter Report(s) for this period viewed:</b>		<b>Comments:</b>	
<b>Event Report(s) for this period viewed:</b>		<b>Comments:</b>	
<b>TRANSACTION DOCUMENTATION INCLUDING DEPOSITS AND RECEIPTS</b>			
<b>Deposits recorded:</b>		<b>Cheques recorded:</b>	
<b>Receipts held:</b>		<b>Comments:</b>	
<b>Comments:</b>			
<b>GENERAL COMMENTS:</b>			
<b>SIGNED:</b>		<b>DATE:</b>	

## Sample breakdown for Annual report (minimum required information)

	Income	Expenditure	Surplus / Deficit for year
<b>GROUP NAME</b>			
Interest – Main account			
<b>RW Tax paid</b>			
Interest – Savings account			
<b>RW Tax Paid</b>			
Donation (Member)			
Donations (unconditional gifts)			
Events			
Event Levies			
Kingdom levies			
Group Purchases			
Administration (Cheque duty etc)			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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